Account Ledger Inquiry

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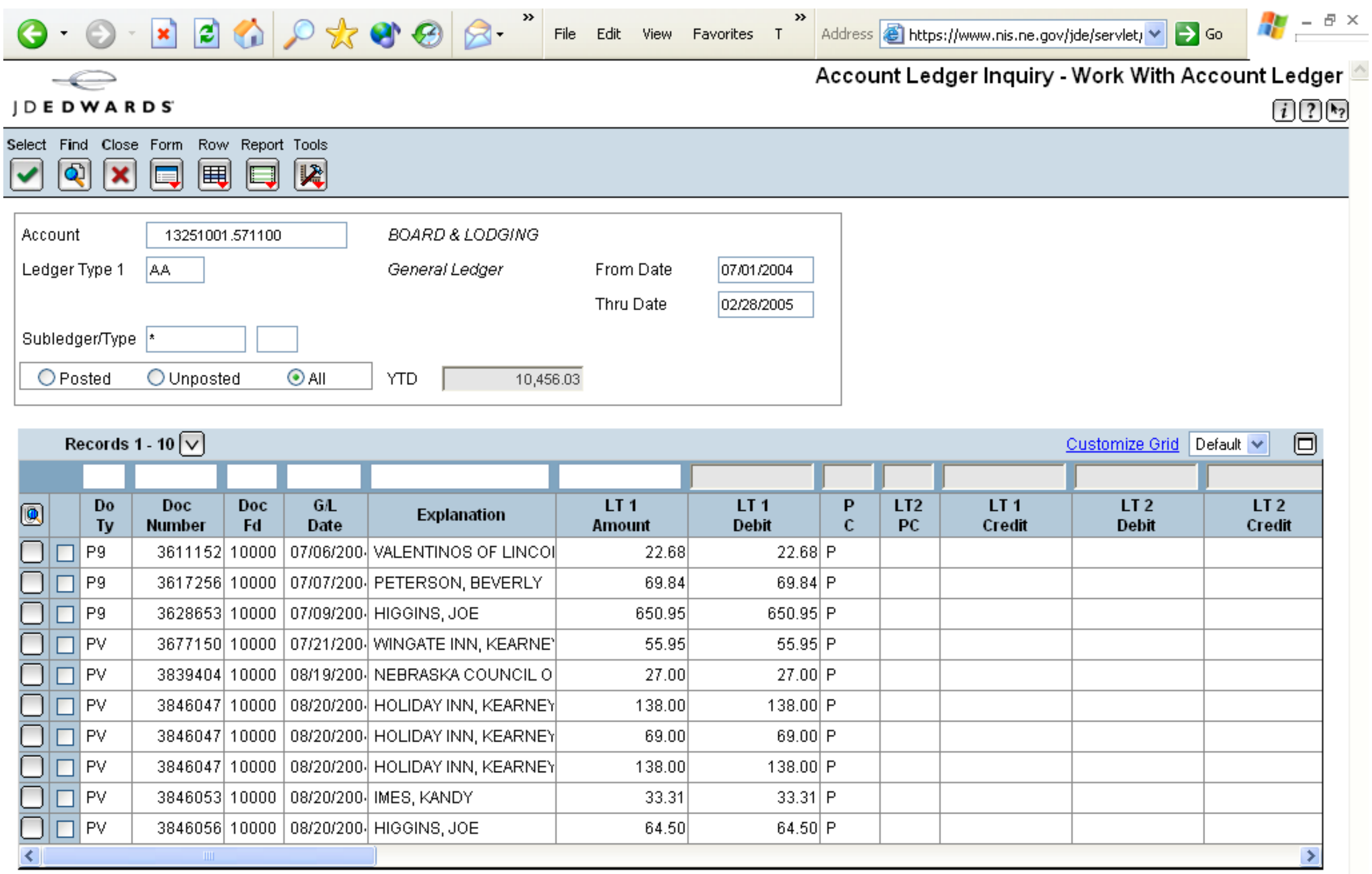
Process:

1) Enter Account in *Account* field
2) Click *Find*.

The *From Date* will default to July 1 of the current fiscal year and the *Thru Date* will default to the last day of the current month. If you want to see transactions for another period, enter appropriate dates in the *From Date* and/or *Thru Date* fields.

Result
The first 10 lines of the data will appear in the *Actual Amount* column.



Click on the *Records 1-xx* down arrow(s) to get to the bottom of the grid to see all data.

Flag a row and click *Select* to see additional information about a transaction.

If a printout of the data is needed, click on *Report* > *Print Ledger*, then click *OK* on the Printer Selection screen to submit the print job to the processing queue.

Additional Uses for this query are:

Enter appropriate data in the *Subledger/Type* fields if data is only needed for a specific Subledger.

Choose the appropriate radio button if only Posted or Unposted transactions are desired. Posted transactions have a **P** in the *PC* field on the grid.

Enter the appropriate Document Type on the QBE line above *Do Ty* to limit the query to specific transaction types. For instance, enter **RC** if searching for refunds.

Enter the appropriate revenue account, enter appropriate dates, and then print a report to serve as backup for paying expenses from conference registration fees.

> *TIP: If multiple locations are being used, use subsidiaries to create separate accounts.*

Use other fields on the QBE line above the grid to further restrict the query.